



## **Suite 2000**

### **Desktop Administrator Virtual Classroom**

#### **Course Mission:**

The Powerway Desktop Administrator course is designed to provide understanding of administrative responsibilities in configuring the Desktop for use. You will learn how to successfully implement the Powerway system to facilitate use and acceptance of the system.

#### **Prerequisites:**

You should have familiarity with quality system requirements, and have the following skills and/or knowledge: Keyboard skills and basic Microsoft Windows® experience.

#### **Audience:**

This course is designed for personnel responsible for system administration.

#### **Format:**

Virtual classroom training via the Internet

#### **Topics Covered:** *Attendees will learn how to -*

- Prepare the system for use by Producers
- Prepare the system for use by Consumers
- Add and manage user accounts
- Monitor use of the system
- Purge files
- Log on as higher level administrative user
- Access reports

#### **Course Length:**

Two sessions – 3 hours each

#### **Cost:**

\$450 USD per person

#### **CEU Credits:**

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#### **Contact**

Email: [info@waypointglobal.com](mailto:info@waypointglobal.com)

Phone: (317) 624-4037 US/Canada  
+52 (442) 196-5280 Mexico